



November 1, 2005

## USAID/Iraq A&A Notice 05-006

**To:** USAID/Iraq Contractors

**From:** Catherine Moore  
Director, Office of Acquisition and Assistance, Baghdad

**Subject:** Submission of SF 294 Subcontracting Report for Individual Contracts and SF 295 Summary Subcontract Report

### **Purpose:**

The purpose of this notice is to clarify procedures for submission of subcontracting activity reporting.

### **Applicability:**

This notice applies only to contractors (i.e. holders of a contract or task order) where a small business subcontracting plan was negotiated and incorporated into the award. The subcontract reporting requirement is aimed at capturing the utilization of small and small disadvantaged U.S. businesses under prime contracts.

This notice does not apply to awards which do not incorporate a small business subcontracting plan such as contracts with small businesses or grants and cooperative agreements. The subject subcontract reports do not include utilization of local foreign, i.e., non-U.S., firms under the prime contract.

### **Background:**

USAID is not yet participating in the new e-Gov Subcontracting Reporting System, (e-SRS), which was established at the beginning of FY 2004 to electronically collect and verify subcontracting data heretofore captured via the SF 294 and SF 295. USAID tested the e-SRS on three separate occasions and is uncertain that the information for our large prime contract awards will be accessible to you when you query the e-SRS. This is due in part to the difficulty that USAID has experienced in migrating these data into the Federal Procurement Data System, Next Generation (FPDS-NG). In instances in which FPDS-NG lacks basic, up-to-date records for USAID contracting actions, such information cannot then flow to the e-SRS.

USAID hopes that this situation will be remedied within the next twelve to eighteen months.

### **Procedures:**

In the interim, we request that contractors subject to the reporting requirements for subcontracting plans submit paper copies of SF 294 and SF 295. Please make such

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submissions retroactive to the beginning of Fiscal Year 2004, the date on which you were asked to suspend use of the SF 294 and SF 295 pending the implementation of e-SRS. Please provide these retroactive reports by December 31, 2005.

Prospectively, please submit the reports in accordance with the below schedule:

REPORTING PERIOD	REPORT DUE	DUE DATE
Oct 1 -Mar 31	SF 294	04/30
Apr 1 - Sept 30	SF 294	10/30
Oct 1 - Sept 30	SF 295	10/30

In most instances, contracts with subcontract plans require that reports be submitted to the contract officer administrating your award. We would also appreciate that a copy of each submission be forwarded to both the contracting officer *and* to the Office of Small and Disadvantaged Business Utilization (OSDBU) at the following address:

Ms. Sharon Jones-Taylor  
USAID/OSDBU/MRC  
RRB, 7.8-E  
Washington, D.C. 20523-7800

Should you have any questions, please contact the USAID/ODSBU staff at (202) 712-1500 or the cognizant contracting officer, as appropriate.